

SENTINEL FLU PROVIDERS
INSTRUCTIONS FOR THE COLLECTION/SUBMISSION OF SPECIMENS
2016-2017

Specimen Collection Kits:

Sentinel kits are prepared by DCLS and may be obtained from the Sample Kit Office at (804) 648-4480 x104.

Kit Contents:

- 8x10 biohazard bag with pouch & absorbent pad
- Secondary containment vessel (black and white)
- Sentinel flu provider instructions
- Ice packs (additional supplies upon request)
- Insulated shipper per IATA
- Itemized list of contents card
- Prepaid FEDEX mailing label
- Clinical microbiology/virology request form(s)
- Sterile nasopharyngeal flocked swab(s) with flexible handle (NP)****
- Sterile viral transport media****

****Nasopharyngeal flocked swabs and viral transport media have expiration dates. Please verify the items are not expired prior to sample collection.

INSTRUCTIONS FOR SPECIMEN COLLECTION

Collect the sample as close to clinical onset as possible. DCLS must receive the sample within **72 hours of collection** using the provided shipper and cold packs.

Collection Procedures for NP Swab Specimens:

1. Instruct the patient to sit with head tilted back slightly.
2. Insert the NP swab straight back into one nostril (not upwards) and horizontally to the nasopharynx up to the measured distance on the swab handle.
3. Rotate the swab up to 5 times and hold in place for 5-10 seconds to collect sample material.
4. Remove swab and insert into a vial containing viral transport media.
5. Break the swab handle at scored breakpoint line.
6. Label the vial with appropriate patient information.
7. Insert the sample into the 8x10 biohazard bag with pouch and absorbent.
8. Insert the completed green request form into the pouch of the bag.
9. Refrigerate the sample until shipping can occur.

For information regarding sample collection, shipping or testing, please call 804-648-4480 x272.

INSTRUCTIONS FOR SPECIMEN TRANSPORT
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Package specimen(s) for transport to the laboratory in compliance with shipping regulations detailed in IATA 1.5 AND 49 CFR Section 1720700 [U.S. Department of Transportation] using the provided shipper.

1. **Ensure that each specimen is properly labeled and that the Clinical Microbiology/Virology Request Form is complete (front and back) for each sample collected.**
2. Open the black and white sealed pressurized cylinder vessel, leaving the absorbent material in place.
3. Insert the labeled sample into any crevices created by the absorbent material within the pressurized vessel and replace the black cap.
4. Place the pressurized vessel into the cardboard insert in the following manner:
 - a. Flatten the cardboard insert.
 - b. Place the pressurized vessel in the hole of the cardboard insert by inserting the black capped end first.

- c. While the cardboard insert and vessel are still in your hands, separate the cardboard insert such that it creates an X around the pressurized vessel. (See photo on page 2 - LEFT)
5. Insert the cardboard insert into the Styrofoam box, with the pressurized vessel at the bottom center of the insulated shipper. Place frozen cold packs into 2 of the 4 triangular compartments of the cardboard insert. Additional cold packs may be used if available to better control the temperature. (See photo on page 2 - RIGHT)



6. Place the Styrofoam lid on the Styrofoam shipper box.
7. Please complete the list of contents card described in the kit contents section above and place this card between the secondary receptacle and outer packaging in accordance with IATA Packing instructions 650.
8. Securely seal shipper, following the closing instructions found on the shipper.
9. Place the "UN3373 Biological Substance Category B" label on a side of the box not occupied by the directional labels.
10. Do not write anything on the box where the words "PROPER SHIPPING NAME" and "UN IDENTIFICATION NUMBER" appear. The UN3373 label takes care of this.
11. Complete Section 1 of the FedEx billable stamp with your name (preferably, or facility name), address, and phone number.
12. The left side of the FedEx billable stamp is for your records and the right side of the stamp should be placed on the top of the package.
13. Peel off the backing of the FedEx billable stamp and affix to the outside of the cardboard shipping box. This stamp should not cover any labeling and should not extend beyond any edge of the package.
14. Call FedEx for a pick up at 1-800-463-3339 or contact your local health department Flu Coordinator regarding package drop off for delivery to the lab. **Do not ship on Friday or before a holiday.**
15. **Ship specimen without delay. Specimen must be received at DCLS within 72 hours of collection.**

Result Reporting:

Routine influenza surveillance monitoring results are mailed to the submitter. Results are NOT telephoned to submitters.

Specimen Rejection:

Specimens may be rejected for the following reasons:

1. Samples received in the laboratory more than 72 hours post collection (**NOTE: Please do not ship on Friday or before a holiday**)
2. Sample temperature requirements not maintained during shipment
3. Improperly or unlabeled samples
4. Insufficient volume
5. Sample collected in expired VTM
6. Samples collected in kits other than those supplied by DCLS
7. Excessive bacterial contamination

***Please forward
information or
questions about
specimen
collection or
transport to the
laboratory at
(804)-648-4480***